

MORGAN COUNTY COMMISSION

Administrative Clerk Environmental Department

ESSENTIAL FUNCTIONS: Composes, prepares and/or generates routine correspondence forms, reports, and other documents; Receives various documentation to review, process, respond to, forward, maintain and take other action as appropriate; Accept and record payments received in the Environmental Services Office; Maintains confidentiality and professional integrity in involvement with departmental issues; Prepares departmental files and maintains file system of department records; Copies and distributes correspondence, memoranda, reports and other related materials; Receives, opens and distributes incoming mail and prepares outgoing mail; Answers the telephone, provides information, takes and relays messages and/or directs calls to appropriate personnel and returns calls as necessary; Responds to routine requests for information from officials, employees, members of the staff, the public or other individuals; Performs administrative duties as directed by the Solid Waste Manager; Maintains inventory of departmental supplies, initiates orders for new or replacement materials; Uses knowledge of Microsoft Office to operate a computer in an effective and efficient manner; Performs data entry functions by keying data into computer system; Schedules pick-up times and addresses for brush removal; Receives and files receipts for brush removal services; Helps with filings for the exemption process for residents; Performs functions of Administrative Assistant in absence of same; Performs other related duties as required.

MINIMUM QUALIFICATIONS: High School Diploma or GED required; one year of experience in general office work preferred; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Grade A01 (\$16.14)
Full Time W/Benefits

Note: The Morgan County Commission healthcare plan requires a spousal carve-out. This plan provision excludes or restricts spouses from being eligible for the County's group health plan when they are eligible for or enrolled in their own employer's health plan.

Apply at <https://morgancounty-al.gov/departments-services/human-resources/>
or the Morgan County Commission Office located on the
5th Floor in the Morgan County Courthouse,
302 Lee St NE, Decatur, AL.

Applications accepted 4/11/2025 through 4/17/2025.

EEO

F/M/V/D